

## EXTERNAL GUIDE

# GUIDE TO COMPLETE SUBMIT AND CANCEL A RECOGNITION OF TRANSFER

## REVISION HISTORY TABLE

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16-10-2020	03	The email addresses have been replaced with the new email address.

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## 1 PURPOSE

- This guide in its design, development, implementation and review phases is guided and underpinned by the [SARS Strategic Plan 2020/21 - 2024/25](#) and the applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence.
- The purpose of this guide is to provide guidance on the use and submission of:
  - The recognition of transfer form (ROT01) for transfers between Funds and preservation funds; and
  - The recognition of the purchase of an annuity form (ROT02) when annuities are purchased on retirement, the beneficiary purchase an annuity upon the death of the member or annuitant or transfer to / between Long-term Insurers.
- From December 2019 a request to cancel the ROT's can only be submitted through SARS eFiling.

## 2 GENERAL INFORMATION

- The purpose of a Recognition of Transfer form (ROT) is for the Receiving Fund / Long-term Insurer to confirm that the amount reflected on the tax directive, submitted by the Transferring fund for either the transfer or the purchase of the annuity, was received.
  - An ROT must be submitted, per member, for all transfers, including the transfer of unclaimed benefits to unclaimed benefits preservation funds as well as for section 14 transfers in circumstances where the fund did not have sufficient information for inactive members. The reason '*Transfer – Inactive Member with Insufficient Information*' is used for these section 14 transfers.
  - It is therefore crucial that the Transferring Fund must provide the Receiving Fund with the personal information that was used to obtain the tax directive. This will ensure the Receiving Fund can submit the ROT01 successfully.
- Therefore, the ROT form is used by the Transferring Funds **firstly** to obtain the Receiving Fund / Long-term Insurers information to enable the Transferring Fund to correctly complete the tax directive application. **Secondly**, it is also used to provide the Receiving Fund with relevant information regarding the personal details of the member used on the tax directive application and the lump sum benefit being transferred. The information will be vital to the Receiving Fund when the member exits that Fund due to resignation, retirement, death, etc. For example, a provident fund will indicate the contributions made by the member before and after 1 March 2016 or a public sector fund will indicate the period of service before and after 1 March 1998, etc.
- Before the electronic submission of the ROT's were introduced, the Transferring Fund would obtain the signature and confirmation from the Receiving Fund or Long-term Insurer who has received the lump sum benefit amount and then submit the manual ROT form (hardcopy) to SARS. From July 2017, the Receiving Fund / Long-term Insurer must submit the ROT01 or ROT02 to confirm that the amount was received.
- The submission of the manual ROT's (hardcopy) has caused many administrative problems for SARS, the Fund Administrators and Long-term Insurers.
- SARS has enhanced the tax directive system to receive certain portions of the manual ROT's electronically. Where a tax directive application is finalised (IRP3 issued) SARS sets an indicator on the tax directive to show that the ROT is required.

- The ROT indicator on the tax directive is set in all instances where:
  - The full lump sum benefit or a portion of the lump sum benefit is transferred to another fund before retirement, including a section 14(1) transfer of business;
  - On retirement where -
    - the full retirement benefit is transferred to a retirement annuity fund; or
    - the two-thirds or the full benefit is used to purchase an annuity or annuities; or
  - On death of the member or the pensioner, the beneficiary / beneficiaries choose to purchase an annuity with the portion of the benefit not taken in cash.
  - Unclaimed benefits that are transferred to an unclaimed benefits preservation fund.
  - A tax directive that was submitted for the transfer of an annuity from one Long-term Insurer to another Long-term Insurer. An ROT02 must be submitted electronically where a tax directive was submitted in order to avoid hardship to the taxpayer even though there is no legal basis for requiring the application of the tax directive).
- The ROT indicator is set to 'No' (not received) on all tax directive applications submitted on or after 1 July 2017 even if the date of accrual is prior to 1 July 2017.

**NOTE:** Where a Fund Administrator cancelled a tax directive that was submitted before 1 July 2017 and resubmits the tax directive application with a processing date after 1 July 2017, the Transferring Fund **must** inform the Receiving Fund / Long-term Insurer that the ROT is now required and this must be submitted electronically. This is because the original tax directive was cancelled. The same is applicable where the Transferring Fund did not submit a tax directive but the amount was paid into the Receiving Fund's bank account **before** 1 July 2017 and the tax directive request was only submitted **after** 1 July 2017. The Receiving Fund / Long-term Insurer must be informed that an ROT is required.

- Once the Receiving Fund or Long-term Insurer confirms **electronically** that the amount transferred or used to purchase an annuity is received as indicated on the tax directive, the indicator on the tax directive will change to 'Yes' (ROT received).
  - From middle December 2018 SARS will send reminders by email to Fund Administrators / Long-term Insurers where an ROT is still outstanding. Reminders will also be sent where a tax directive application was submitted and an ROT is required and the ROT was not submitted within 20 working days.
  - SARS will also send a sms to the taxpayer. The sms will inform the taxpayer that the Receiving Fund Administrator / Long-term Insurer did not submit an ROT to confirm the amount transferred or used to purchase an annuity.
- When a taxpayer submits the annual return and the above-mentioned ROT indicator is 'No' (not received), the taxpayer's return will be rejected, with a rejection message that the ROT is outstanding.
- SARS will inform the taxpayer, on submission of his / her return that:
  - The Receiving Fund or Long-term Insurer did not submit the ROT to confirm that the amount indicated on the tax directive was received or used to purchase an annuity.
  - If the Receiving Fund or Long-term Insurer does not submit the ROT within 10 working days SARS will regard the amount on the tax directive as normal income and the amount will be taxable in full. This will cause hardship to the taxpayer.

- Before 20 April 2018, where the lump sum amount paid to the Receiving Fund or Long-term Insurer was less than the amount indicated on the tax directive, the ROT submission was declined with an error message stating that the amount differs. The Fund transferring the lump sum amount had to cancel the tax directive. Thereafter resubmit the tax directive application form to reflect the same amount as the amount transferred or used to purchase an annuity to ensure the successful submission of the ROT.
  - From 20 April 2018, the ROT's make provision for these types of discrepancies. Where there is a difference between the amount on the tax directive and the amount actually paid into the Receiving Fund / Long-term Insurer's bank account, the reason for the discrepancy is mandatory. Subsequently the **Transferring Fund** must ensure that a reason is indicated on the ROT to enable the Receiving Fund / Long-term Insurer to provide the reason when the Receiving Fund / Long-term Insurer submit the ROT electronically.
  - Therefore the Transferring Fund must provide the Receiving Fund / Long-term Insurer with the following:
    - The amount that was indicated on the tax directive;
    - The reasons as to why the amount paid into the bank account is more or less than the amount on the tax directive;
    - The tax directive number; and
    - All other relevant information regarding the benefit and the member's details.

## 2.1 WHO MUST COMPLETE AND SUBMIT AN ROT

- From 1 July 2017, **the Receiving Fund** or the **Long-term Insurer** must submit **the final** ROT where a member elected that a portion of the full benefit must be transferred to another fund or where the two-thirds or more of the benefit must be used to purchase an annuity or annuities on retirement or death.
  - The Transferring Fund **cannot** and **must** not submit the ROT on behalf of the Receiving Fund or Long-term Insurer.
  - The Receiving Fund or the Long-term Insurer who has received the transferred benefit or an amount to purchase the annuity **must confirm the receipt** of the amount indicated on the tax directive submitted by the Transferring Fund as well as the actual amount received.
- The submission of the ROT's (ROT01 and ROT02) **must be done electronically** for all tax directive applications submitted on or **after** 1 July 2017 regardless of the date of accrual.
  - A manual ROT01 or ROT02 form must be signed and submitted **by the Receiving Fund or the Long-term Insurer** if a tax **directive** application was submitted and finalised **before** 1 July 2017, regardless of the date of accrual.
- **BEFORE** the Fund or Long-term Insurer can submit a tax directive application, the transferring Fund / Long-term Insurer **must first** obtain the following information to complete the tax directive application form, to ensure that the tax directive is correctly completed and to ensure that the submission of the ROT will be successful:
  - The registered name of the Fund or Long-term Insurer who will receive the lump sum benefit amount;
  - The type of fund (where the benefit is transferred before retirement);
  - Indicate if the Receiving Fund is an approved fund or public sector fund;

- The FSCA registration number (12/8/0000000/000000) if transferring to an approved fund; or
- The fund approval number if the Public Sector Fund does not have an FSCA registration number; or
- The FSCA registered Long-term Insurer number (10/10/1/0000) if an annuity is purchased;

**Note:** Only one of the above numbers must be provided.

- The contact details of the Receiving Fund or Long-term Insurer;
    - Contact person's name and telephone or cell phone number; and
    - The email address of the Receiving Fund or Long-term Insurer.
  - Participating employer name if the employer participates in a registered Type-A umbrella fund.
- If the Transferring Fund captured the above information incorrectly on the tax directive application form, the Receiving Fund / Long-term Insurer will not be able to submit the ROT successfully and it will cause hardship to the member.

**NOTE:** It is very important that the Transferring Fund or Long-term Insurer (who will transfer a benefit) obtains the correct information from the Receiving Fund or Long-term Insurer **before** the tax directive application form is submitted to avoid the rejection of any ROT's due to the incorrect Receiving Fund or Long-term Insurer details used on the tax directive application where the Transferring Fund has captured the tax directive.

- The tax directive application form has most of the information and therefore SARS only needs Part B, the confirmation that the Receiving Fund / Long-term Insurer received the lump sum benefit amount as indicated on the tax directive issued. The Receiving Fund / Long-term Insurer who has received the lump sum benefit amount **must** submit the ROT, and **not** the Transferring fund. Therefore, the Transferring Fund must ensure that the correct information (tax directive amount) is provided to the Receiving Fund / Long-term Insurer to enable the submission of the ROT.
- If the member has elected on retirement to use the full retirement benefit to purchase an annuity or annuities from an Long-term Insurer and the Fund did not submit a tax directive application, the Long-term Insurer receiving the lump sum benefit must submit the ROT02 manually (hardcopy) to SARS. Both parts on the manual ROT02 must be completed in full and both parts must be signed in order to be a valid document.

## 2.2 HOW TO SUBMIT AN ROT FORM

- **Electronic Submission:** The ROT's (ROT01 and ROT02) must be submitted electronically via an Interface agent (ISV platform) or SARS eFiling where a tax directive application was submitted after 1 July 2017.
- **Manual Submission:** The ROT02, for purchase of annuities if the full benefit was used to purchase an annuity and a tax directive application was **not** submitted **or** ROT's (ROT01 and ROT02) for a tax directive application submitted and finalised **before** 1 July 2017, must be **emailed to SARS**.
  - **Email:** The Fund / Long-term Insurer can email the hardcopy ROT forms, **for the above-mention circumstances**, to [contactus@sars.gov.za](mailto:contactus@sars.gov.za). **Additional information is available** on SARS website under 'Contact Us'.



- If the Receiving Fund / Long-term Insurer submits a hardcopy of the ROT, SARS will not issue a confirmation of receipt for the ROT as in the case of the electronically submitted ROT's. The Receiving Fund / Long-term Insurer can provide the member with a copy to submit it as a supporting document when the return is selected for verification.
- The Receiving Fund / Long-term Insurer must ensure that the updated ROT form that is available on the SARS website is used or where the Receiving Fund / Long-term Insurer is using their own generated ROT's ensure that all of the relevant information that is on the SARS website ROT forms are provided for.

## 2.3 HOW TO SUBMIT A REQUEST TO CANCEL AN ROT

- A tax directive cannot be cancelled where an ROT has been submitted and the ROT indicator is 'Yes' on SARS system which indicates that the Receiving Fund / Long-term Insurer has received the amount reflected on the tax directive from the Transferring Fund. Therefore, the ROT must first be cancelled before the tax directive can be cancelled.
- Fund administrators must ensure that a tax directive application was submitted for any debt payable for example housing loans or any other employer's debt, before the tax directive application is submitted to transfer the members benefit to another Fund and the amounts are paid into the Receiving Fund's bank account, that. The Fund Administrator must also remember to submit the tax directive for tax-on-tax before the benefit is transferred or is used to purchase an annuity from a Long-term Insurer. Cancellations of ROT's and tax directives may cause hardship to the member.
- The Receiving Fund must request the cancellation of the ROT. The Transferring Fund Administrator / Long-term Insurer that submitted the tax directive application can also submit a request to cancel an ROT **however**, a letter from the Receiving Fund / Long-term Insurer must be included with the request, confirming that the Receiving Fund Administrator / Long-term Insurer is aware of the request to cancel the ROT and will return the amount to the Transferring Fund, once the cancellation of the ROT has been approved and processed. The request and confirmation must be on the Fund Administrator / Long-term Insurer's letterhead.
- The request to cancel an ROT can only be submitted through SARS eFiling. Therefore, the requestor of the ROT cancellation must be registered as an eFiler. If the Fund Administrator / Long-term Insurer is not registered as an eFiler, please log on to [www.sarsefiling.co.za](http://www.sarsefiling.co.za) to obtain the guide '*How to Register, Manage Users and Change User Password on eFiling*'. A request to cancel an ROT can only be done from an organisation's profile not from a tax practitioner's profile.
- The cancellation of an ROT will only be considered if the required document(s) to prove the reason for the request are attached together with the request letter to cancel the ROT. For more information, refer to point 5 - *Complete the request to Cancel an ROT* in this document.
- Only when the status on eFiling is reflected as '*Cancelled*' that confirms the ROT has been cancelled, can the Transferring Fund request the Receiving Fund to refund the amount paid into the Receiving Fund's bank account. The Transferring Fund can then cancel the tax directive.
- Once an ROT has been cancelled, it cannot be reinstated. The only way to 'reinstate' an ROT is for the Receiving Fund to submit the ROT again electronically.



- Registered Name:
  - Enter Fund name as registered with the Financial Sector Conduct Authority (FSCA). Previously known as the Financial Services Board (FSB).
  - If the registered Fund name did not include the abbreviated name during the registration then the abbreviations should not be captured in the name field.
- FSCA Registration no:
  - Approved Funds can only use the FSCA Registration number.
  - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/999999, where 0000000 is the registered umbrella Fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with '0' before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
  - If the Fund is a freestanding Fund (i.e. not a type-A umbrella Fund) or a Retirement Annuity Fund, the last 6 digits of the FSCA registration number must be zeroes and the participating employer name must be blank. The number must be entered with the '/'.
    - The last 6 digits of a **Retirement Annuity Fund** will **always** be 6 zeroes e.g.12/8/0000222/000000.
- Fund Approval No.:
  - This number must be blank if the Fund is an Approved Fund (this also applies to the Public Sector Fund registered with the FSCA).
  - Only public sector Funds that are not registered with the FSCA must use the Fund approval number.
  - If the Public Sector Fund (is not registered with the FSCA) complete the Fund approval number, the FSCA registration number field must be blank.
  - The Fund approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
- Type of Fund:
  - Mark the relevant block with an "X"
  - The Fund type must be provided to ensure that the member's benefit is correctly taxed when the member exits from the Receiving Fund.
- Indicate if the Fund is an approved Fund or a public sector Fund:
  - Mark the relevant block with an "X"
  - This information is necessary to determine where a member has pre-1998 service in a Public Sector Fund.

### 3.1.2 Particulars of contact person of the Transferring Fund

2. Particulars of contact person of the Transferring Fund	
Surname	
Name(s)	
Tel no.	Cell no. Fax no.
E-mail address	
Postal Address	
	Postal Code

- Provide the particulars of the contact person who will assist the Receiving Fund when additional information regarding the tax directive application form is required in order to complete the ROT to be submitted to SARS.

**NOTE:** Please do not provide the contact details of a call centre. This is because timely and accurate information may be required by the Receiving Fund for completing the ROT to avoid hardship to the taxpayer.

- Please provide the following information:

- Surname;
- Name(s);
- Telephone number;
- Cell number;
- Email address; and
- The Postal Address.

### 3.1.3 Particulars of member or divorced non-member spouse (mandatory for the electronic submission)

3. Particulars of member or divorced non-member spouse			
Tax Directive number of transfer application	<input type="text"/>	Taxpayer ref no.	<input type="text"/>
Tax Year	<input type="text"/>		
Surname	<input type="text"/>		
Name(s)	<input type="text"/>		
Initials	<input type="text"/>	Date of Birth (CCYYMMDD)	<input type="text"/>
Passport/ Permit no.	<input type="text"/>	Identity number	<input type="text"/>
E-mail address	<input type="text"/>		
Cell no.	<input type="text"/>	Date of withdrawal/transfer from transferring fund as per directive (date of accrual)	<input type="text"/>
		Passport Country / Country of Origin (e.g. South Africa = ZAF)	<input type="text"/>

- The information above is essential for the Receiving Fund to submit the ROT01 electronically. Therefore the Transferring Fund **must** ensure this part is completed in full before sending the final ROT01 to the Receiving Fund:
  - Tax Directive number of transfer application:
    - Ensure that the tax directive number on the IRP3 notice is provided once SARS has issued the tax directive for the transfer.
    - Without the tax directive number, the Receiving Fund cannot submit the ROT01. SARS uses the tax directive number to validate that the ROT information submitted corresponds with the tax directive issued by SARS.
  - Taxpayer reference no.:
    - Ensure that the correct taxpayer reference number is provided.
    - The ROT will be rejected if this number does not correspond with the tax reference number on the SARS tax directive system. If the tax directive was submitted without a taxpayer's tax reference number, because the member is not registered for income tax purposes, the field must be left blank.
  - Provide the following information as entered on the tax directive application form:
    - Surname;
    - Names;
    - Initials (the initials must match the names);
    - Date of birth;
    - Identity number; or
    - Passport / Permit number.
  - The following member information is not part of the tax directive application form but one of the two fields must be provided on the ROT is submitted:
    - Email address; or
    - Cell number.
  - Date of withdrawal / transfer from transferring Fund as per tax directive (date of accrual).
    - If this does not correspond with the date of accrual reflected on the tax directive (IRP3) the ROT will be rejected.

**NOTE:** The above information is essential for the submission of the ROT01 and the Transferring Fund must ensure that the information is a hundred percent (100%) correct in order to assist the Receiving Fund to submit the ROT01 successfully.

### 3.1.4 Particulars of member or divorced non-member spouse (continued)

**3. Particulars of member or divorced non-member spouse (Continued)**

Reason for withdrawal/transfer

Public Sector Fund (Only complete these dates if a Public Sector fund) Commencement date of pensionable service (CCYYMMDD)  End date of pensionable service (CCYYMMDD)

Indicate whether the current transfer is from a Public Sector Fund or from an Approved Fund: Public Sector Fund  Approved Fund

Indicate whether the previous transfer was from a Public Sector Fund or from an Approved Fund (if applicable): Public Sector Fund  Approved Fund  Not applicable

Amount of benefit representing pensionable service in the Public Sector Fund R

- The information is required by the Receiving Fund to identify if the member was a member of a public sector Fund before 1 March 1998. This information will ensure that the formula in paragraph 2A of the Second Schedule to the Act is correctly applied and the correct tax is levied when the member exits from the Receiving Fund.
- Please note that any transfer from a public sector Fund to an approved Fund before 1 March 2006 does not qualify for the deduction in paragraph 5 and 6 of the Second Schedule.

### 3.1.5 Particulars of benefit to be transferred

**4. Particulars of benefit to be transferred**

Amount of member's gross benefit R

Is this a Retirement Benefit Transfer? Yes  No

Amount to be transferred as reflected on the tax directive application R

Amount of benefit actually transferred (if the amount differs from the tax directive amount) R

Any additional amount following the tax directive issue date? R

Please provide reason for the difference between the directive and actual amount transferred

Total contributions by member to the fund up to 1 March 2016 (excluding profit and interest) R

Total contributions to the fund after 1 March 2016 (excluding profit and interest) R

Details of any portion of gross benefit not being transferred are as follows:

Any conditions/instructions (add reference to the fund rule if applicable):

If transferring from a pension/provident/preservation fund, indicate if a previous partial withdrawal was taken from the preservation fund? Yes  No

If yes, provide date of partial withdrawal (CCYYMMDD)  Amount of partial withdrawal R

Indicate whether a tax directive has been applied for at SARS? Yes  No  If yes, provide the directive number

- The information above will provide the Receiving Fund with the required information to enable the correct completion of a tax directive application form when the member exits from the Receiving Fund and to ensure that the correct deductions in terms of the Second Schedule to the Act are applied to the member's benefit. The following information will also assist the Receiving Fund to correctly complete the ROT01 form:
  - Provide the 'Amount of member's gross benefit' to be transferred.
  - Answer the question - 'Is this a Retirement Benefit Transfer?'
    - Select "Yes" or "No".
  - Provide the 'Amount to be transferred as reflected on the tax directive' application.
    - The amount that was entered on the tax directive application as 'Amount transferred to the Transferee Fund'.
    - If the transfer was from a Pension Fund to a Provident Fund the 'Amount

- transferred to the Transferee Fund* less the tax on the tax directive must be entered.
- If the member took a portion in cash, the tax must first be deducted from the amount taken in cash. This means that the '*Amount to be transferred as reflected on the tax directive*' must be equal to the remaining value of the lump sum that was reflected as the transferred amount on the tax directive. The tax on the directive must be deducted before payment of the amount taken in cash.
  - Provide the '*Amount of benefit actually transferred (if the amount differs from the tax directive amount)*'.
    - Where the amount is less than the amount transferred, enter the amount to be transferred and provide a reason why the amount transferred is less. This reason is mandatory in submitting the ROT01.
      - If transfer from a pension fund to a provident Fund the '*Amount transferred to the Transferee Fund*' less the tax on the tax directive must be entered.
    - If this amount is less than the allowable 2 percentage (2%), tolerance the original tax directive **must** be cancelled and a tax directive with the actual amount transferred must be submitted.
      - If the transfer is from a pension Fund to a provident Fund, the 2% tolerance is calculated on the '*Amount transferred to the Transferee Fund*' less the tax on the tax directive.
  - Any additional amount following the tax directive issue date.
    - This is when the Fund has disinvested the benefit and there was growth before the actual amount was transferred; or
    - Where the amount to be transferred is more than the amount on the tax directive enter the difference in this field.
    - The ROT will be rejected if this amount is not inserted on the ROT to be submitted.
    - If the amount is more than the tolerance, the Transferring Fund **must** submit a second tax directive application for the full additional amount if not paid as interest.

**NOTE:** If the value of the benefit was not correctly calculated and an additional amount is calculated, a separate tax directive application form must be submitted. Please note that the additional amount cannot be reflected in this field (i.e. the recalculation of the lump sum benefit refer to *Guide to complete the tax directive application form*). Inform the Receiving Fund that two ROT's must be submitted.

- The reason field '*Please provide reason for the difference between the tax directive and actual amount transferred*' is mandatory:
  - If an additional or lesser amount (reduced amount) is paid into the Receiving Fund's bank account that does not correspond with the amount on the tax directive, please enter the reason.
  - The Receiving Fund, when submitting the ROT, must enter this reason to avoid the rejection of the ROT.
- If the transferring Fund is a provident Fund or provident preservation fund provide the following if applicable:
  - '*Total contributions by the member to the Fund up to 1 March 2016 (excluding profit and interest)*'.
  - '*Total contributions to the Fund after 1 March 2016 (excluding profit and interest)*'.
- Details of any portion of gross benefit not being transferred are as follows:
  - Ensure that this field is completed if the member takes a portion of the benefit in cash.
- Any conditions / instructions (add reference to the Fund rule if applicable).
- **Answer the question – '*If transferring from a pension / provident preservation fund, indicate if a previous partial withdrawal was taken from a preservation fund?*'**

- This information will assist the Receiving Fund to correctly complete the tax directive application form when the member exits from the current Receiving Fund.
- If the response is 'Yes' the following four fields are mandatory:
  - If yes, provide date of partial withdrawal (CCYYMMDD).
  - Amount of partial withdrawal.
  - Indicate whether a tax directive has been applied for at SARS?
  - If yes, provide the tax directive number.

### 3.1.6 Statement on behalf of the Transferring Fund

#### 5. Statement on behalf of Transferring Fund

- The value to be transferred as set out in section 4 will be paid by means of a transfer of the underlying assets by way of an electronic bank transfer, as soon as this recognition of transfer form is returned, fully completed, to the contact person referred in section 2;
- The necessary authority to effect such transfer has been received from SARS; and
- Confirmation of payment of the amount to be transferred will be provided as soon as this has been done.

- The Transferring Fund confirms that:
  - The value to be transferred as set out in section 4 will be paid by means of a transfer of the underlying assets by way of an electronic bank transfer, as soon as this recognition of transfer form is returned, fully completed, to the contact person referred in section 2;
  - The necessary authority to effect such transfer has been received from SARS; and;
  - Confirmation of payment of the amount to be transferred will be provided as soon as this has been done.

### 3.1.7 Declaration

Declaration		
<p style="font-size: 8px; margin: 0;">I declare that the information furnished is true and correct in every respect. (Please also indicate the name and designation of the person signing on behalf of the transferring fund.)</p>	<p style="font-size: 8px; margin: 0; text-align: center;">Signature on behalf of the transferring fund.</p>	<p style="font-size: 8px; margin: 0; text-align: right;">Official Stamp</p>
<p style="font-size: 8px; margin: 0;">Date (CCYYMMDD) <input style="width: 60px;" type="text"/></p>	<p style="font-size: 8px; margin: 0;">For enquiries go to <a href="http://www.sars.gov.za">www.sars.gov.za</a> or call 0800 00 SARS (7277)</p>	
Declaration Notes		

- 5.1 The recognition of transfer form must be completed when a member transfers to another fund before retirement.
- 5.2 The administrator of the transferring fund may only transfer the amount to the receiving fund upon receipt of all the required information to complete the directive application form in full.
- 5.3 The transferring fund is responsible for ensuring that the benefit is transferred to an approved fund and that the information on Part A is provided to the receiving fund to enable the receiving fund to submit the completed recognition of transfer form to SARS. The receiving fund must submit the completed recognition of transfer form electronically to SARS within 30 calendar days of the transfer.
- 5.4 If this confirmation of the transfer is not submitted to SARS, the transfer will be deemed to be a cash withdrawal benefit and will be taxed accordingly.

- Declaration
  - The declaration by the Transferring Fund confirms to SARS that the information specified on PART A of the ROT form is true and correct whether submitted electronically or manually (hardcopy).
    - *5.1 The ROT form must be completed when a member transfers to another Fund before retirement.*
    - *5.2 The Administrator of the Transferring Fund may only transfer the amount to the Receiving Fund upon receipt of all the required information to complete the tax directive application form in full.*
    - *5.3 The Transferring Fund is responsible for ensuring that the benefit is transferred to an approved Fund and that the information on Part A is provided to the Receiving Fund to enable the Receiving Fund to submit the completed ROT Form to SARS, The **Receiving Fund** must submit the completed ROT Form **electronically** to SARS within 30 calendar days of the transfer:*
    - *5.4 If this confirmation of the transfer is not submitted to SARS, the transfer will be deemed a cash withdrawal benefit and will be taxed accordingly.*

### 3.2 PART B - On behalf of the Receiving Fund

- The Transferring Fund will **first** send the ROT01 form to the Receiving Fund to obtain the necessary information and to obtain the correct bank account details into which the transferring lump sum benefit must be paid.
- Once the lump sum benefit amount is paid into the Receiving Fund's bank account, the Transferring Fund will send the fully completed ROT01 to the Receiving Fund. This will enable the Receiving Fund to submit the ROT01 to SARS in order to confirm that the benefit was transferred as indicated on the tax directive.

SARS		Recognition of Transfer between Approved / Public Sector Funds	ROT01
<b>B. On behalf of Receiving Fund</b>			
Amount received	R	<input type="text"/>	<input type="text"/>
Amount reflected on the Tax Directive application (if the amount differs from the actual amount received):	R	<input type="text"/>	<input type="text"/>
Any additional amount following the tax directive issue date?	R	<input type="text"/>	<input type="text"/>
<small>Please provide reason for the difference between the directive and actual amount used to purchase an annuity</small>			
<input style="width: 100%; height: 20px;" type="text"/>			

- **Amount Received**

- The Receiving Fund has actually received this amount.
- This amount can be less or more than the amount reflected on the tax directive.
  - If the amount **is less** than the amount reflected on the tax directive the reason for the difference must be provided.
    - The ROT will be declined if the difference between the actual amount received and the tax directive amount is greater than the allowable 2 percentage (2%) tolerance. Inform the Transferring Fund to cancel and resubmit a tax directive application with the correct amount actually transferred.
    - Where the transfer is from a pension fund / pension preservation fund to a provident / provident preservation fund the amount must be the '*Amount transferred to the Transferee Fund*' less the tax on the tax directive.
    - The tolerance will be calculated using the '*Amount transferred to the Transferee Fund*' less the tax on the tax directive.
  - If the amount received **is more** than the amount on the tax directive the difference must be entered in the '*Any additional amount following the tax directive issue date*' field.
    - If the amount is more than the tolerance, the Transferring Fund has to submit a second tax directive for the amount greater than the tax directive amount. An ROT will then be required for this additional amount (tax directive).
  - The ROT will be declined if a reason is not provided. The Transferring Fund **must** ensure that the information is completed in Part A, point 4 '*Particulars of benefit to be transferred*'.

- **Amount reflected on the tax directive application:**

- The amount that the Transferring Fund has completed on the tax directive application and is reflected in Part A, point 4 '*Amount to be transferred as reflected on the tax directive application*' must be entered here.
- This amount **must** correspond with the tax directive amount.
  - Where the transfer is from a pension / pension preservation fund to a provident / provident preservation fund the amount must be the '*Amount transferred to the Transferee Fund*'.



- The Transferring Fund must ensure the correct amount is provided to the Receiving Fund to submit the ROTO1 successfully.
- Any additional amount following the tax directive issue date.
  - This amount is the difference between the actual amount received and the amount reflected on the tax directive.
  - If the amount **is not** entered on the field, the ROT will be rejected.
- Please provide a reason for the difference between the amount reflected on the tax directive and the actual amount transferred.
  - The reason for the difference between the amounts reflected on the tax directive and actual amount transferred must be provided in order to avoid the rejection of the ROT.
  - The error message '*Orig directive amt & transfer / purchase amt exceeds tolerance*' will be displayed where:
    - The '*Amount reflected on the tax directive application*' was captured incorrectly on the ROTO1; or
    - The '*Amount Received*' was captured incorrectly.
      - This can be because the '*Amount Received*' is captured as the '*Amount reflected on the tax directive application*' or vice versa.
      - Ensure the amounts are captured correctly.
    - If the amounts were captured correctly but the tolerance exceeds the threshold.
      - The Transferring Fund must cancel the tax directive where the amount paid into the bank account was less than the tax directive amount and exceeds the tolerance; or
      - If the amount paid into the bank account was more than the amount on the tax directive and it is not interest payable to the member, the Transferring Fund must submit a second tax directive application for the additional amount.

### 3.2.1 Particulars of the Receiving Fund (mandatory for the electronic submission)

**1. Particulars of the Receiving Fund**

Registered Name:

FSB Registration No.:  Fund Approval No. (Applicable to Public Sector Funds):

Membership Number:

Type of fund: (Mark the applicable block)  Pension Fund  Provident Fund  Retirement Annuity Fund  Pension Preservation Fund  Provident Preservation Fund

Indicate whether this fund/insurer is:  Approved Fund  Public Sector Fund  Other

- Complete the Particulars of the Receiving Fund correctly in order to assist the Transferring Fund in correctly completing the tax directive application form. This information is mandatory to submit the ROTO1 successfully:
  - Registered Name:
    - Enter Fund name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. Enter the name as displayed on the FSCA website.
  - FSCA Registration No:
    - Approved Funds can only use the FSCA Registration number.

- This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/999999, where 0000000 is the registered umbrella Fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with '0' before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
- If the Fund is a freestanding Fund (i.e. not a Type-A umbrella Fund) or a Retirement Annuity Fund the last 6 digits must be zeroes and the participating employer name must be blank. The number must be entered with the '/'.
- The last 6 digits of a Retirement Annuity Fund will always be 6 zeroes e.g.12/8/0000222/000000.
- Fund Approval No:
  - This number must be blank if the Fund is an approved Fund.
  - Only public sector Funds that are not registered with the FSCA must use the Fund approval number.
  - If the Public Sector Fund completes the approval number, the FSCA registration number field must be blank.
  - The approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
- If The Public Sector Fund is registered with the FSCA, the FSCA registration number must be used.
- Type of Fund:
  - Mark the relevant block with an "X".
  - The Fund type must be provided to ensure that the members benefit is correctly taxed when the member exits from the Receiving Fund.
- Indicate if the Fund is an approved or a public sector Fund:
  - This information is necessary where a member has pre-1998 service in a public sector Fund.

**3.2.2 Particulars of contact person of the Receiving Fund (mandatory for the electronic submission)**

2. Particulars of contact person of the Receiving Fund																									
Surname																									
Name(s)																									
Tel no.		Cell no.		Fax no.																					
E-mail address																									
Postal Address																									
																							Postal Code		

- Particulars of the contact person of the Receiving Fund must be provided to avoid the ROT being rejected. Please provide the following information in order to assist SARS if additional information is required regarding the transfer of the benefit:
  - Surname;
  - Name(s);
  - Telephone number;
  - Cell number;
  - Email address; and
  - The postal address.

### 3.2.3 Particulars of Bank Account for the Receiving Fund

3. Particulars of Bank account for the Receiving Fund	
Account Holder Name	
Name of Bank	
Branch Name	
Branch no.	Account no.
Reference no. for deposit (if applicable)	

- All the above information must be completed to ensure that the Transferring Fund is paying the lump sum benefit amount into the correct bank account.

### 3.2.4 Statement on behalf of the Receiving Fund

4. Statement on behalf of Receiving Fund	
<ul style="list-style-type: none"> <li>• The transfer benefit as set out in section A(4) will be applied for the benefit of the person specified in section A(3), in the fund as specified in section B(1).</li> <li>• If any request is received to deal with the benefit as set out in section A(4) in any manner other than that set out in section A(4), including any request to cancel the transfer to the receiving fund, such request shall not be implemented by the receiving fund without the prior written consent of the transferring fund, and</li> <li>• The information contained herein is correct and in particular, the banking details provided have been confirmed as correct.</li> </ul>	

- The Receiving Fund confirms that:
  - The transfer benefit as set out in section A(4) will be applied for the benefit of the person specified in section A(3), in the Fund as specified in section B(1);
  - If any request is received to deal with the benefit as set out in section A(4) in any manner other than that set out in section A(4), including any request to cancel the transfer to the Receiving Fund, such request shall not be implemented by the Receiving Fund without the prior written consent of the Transferring Fund; and
  - The information contained herein is correct and in particular, the banking details provided has been confirmed as correct.

### 3.2.5 Declaration (mandatory for the electronic submission)

Declaration		
I declare that the information furnished is true and correct in every respect. ( Please also indicate the name and designation of the person signing on behalf of the receiving fund.)	Signature on behalf of the receiving fund.	Official Stamp
Date (CCYYMMDD) <input type="text"/>	For enquiries go to <a href="http://www.sars.gov.za">www.sars.gov.za</a> or call 0800 00 SARS (7277)	

- Declaration
  - The declaration by the Receiving Fund confirms to SARS that the information specified on PART B of the ROT form is true and correct whether submitted electronically or manually (hardcopy).

## 4 COMPLETING THE RECOGNITION OF PURCHASE OF AN ANNUITY FORM (ROT02)

- The Recognition of purchase of an annuity (ROT02) – ‘Recognition of GN18 Purchase of a member / beneficiary owned pension / annuity’ form must be completed where the Fund (pension, provident, pension preservation fund, provident preservation fund or retirement annuity fund) purchases an annuity from an Long-term Insurer or an Long-term Insurer purchases an annuity from another Long-term Insurer (transfer between Long-term Insurers).
- The ROT02 form consist of two parts, namely:

- Part A that must be completed by the Purchasing Fund / Long-term Insurer; and
  - Part B that must be completed by the Receiving Long-term Insurer.
- The information of the Receiving Long-term Insurer will enable the Purchasing Fund to complete the tax directive application with the correct information and to ensure that the amount used to purchase an annuity is paid into the correct bank account.
- This guide is based on the manual ROT02 form but will indicate the mandatory fields for the electronic submission of the ROT02.
  - Most of the ROT information is on the tax directive if a tax directive application form was submitted. Therefore, a Receiving Long-term Insurer must only capture the tax directive number, the taxpayer details, and the Receiving Fund's registered particulars. This information will enable SARS to verify that the amount used to purchase an annuity has been received by the Fund / Long-term Insurer, as indicated on the finalised tax directive.
    - Where a beneficiary indicates that the Fund must purchase an annuity 'Particulars of person / beneficiary in whose name the pension / annuity is purchased (In case of "Death of the Member / Former Member")' of part B must be provided when the Receiving Long-term Insurer submits the ROT02 electronically.
- Where a member or a beneficiary / beneficiaries of a deceased member or pensioner chooses to use the full benefit to purchase an annuity / annuities the manual (hardcopy) form of the ROT02 must be submitted by the Receiving Long-term Insurer if the Purchasing Fund / Long-term Insurer did not complete or submit a tax directive application form. The Purchasing Fund / Long-term Insurer must clearly indicate if a tax directive application was not submitted.

#### 4.1 PART A – On behalf of Purchasing Fund / Long-term Insurer

##### 4.1.1 Particulars of Purchasing Fund / Long-term Insurer

**SARS** Recognition of GN18 Purchase of a member/beneficiary owned pension/annuity ROT02

**A. On behalf of Purchasing Fund/Insurer**

**1. Particulars of Purchasing Fund/Insurer**

Registered Name of Fund: \_\_\_\_\_

FSB Registration no. **1 2 8 /** \_\_\_\_\_ Fund Approval No. (Public Sector Funds only) **1 8 2 0 4** FSB Registered Insurer no. **1 0 / 1 0 / 1 1 /** \_\_\_\_\_

Type of fund. (Mark the applicable block)  Pension Fund  Provident Fund  Retirement Annuity Fund  Pension Preservation Fund  Provident Preservation Fund

Indicate whether this fund/insurer is:  Approved Fund  Public Sector Fund  Insurer  Other

- The Purchasing Fund / Long-term Insurer must ensure the following information is correctly completed:
  - Registered Name of Fund:
    - Enter Fund or Long-term Insurer name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. **The name must be entered as displayed on the FSCA website.**
  - FSCA Registered no,
    - Approved Funds can only use the FSCA Registration number.

- This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/999999, where 0000000 is the registered umbrella Fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with '0' before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
- If the Fund is a freestanding Fund (i.e. not a Type-A umbrella Fund) or a retirement annuity Fund, the last 6 digits of the FSCA registration number must be zeroes and the participating employer name must be blank. The number must be entered with the '/'.
  - The last 6 digits of a **Retirement Annuity Fund** will always be 6 zeroes e.g.12/8/0000222/000000.
- Fund Approval no:
  - This number must be blank if the Fund is an approved Fund.
  - Only public sector Funds that are not registered with the FSCA must use the Fund approval number.
  - If the Public Sector Fund completes the approval number, the FSCA registration number field must be blank.
  - The approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
  - If the Public Sector Fund is registered with the FSCA, the FSCA registration number must be used.
- FSCA Registered Long-term Insurer no. (Life License number)
  - Only Long-term Insurers must complete this field and enter the FSCA registered Long-term Insurer number. All the other number fields must be left blank.
  - The number must correspond with the name and number **as displayed on the FSCA website**.
- Type of Fund:
  - The Fund type must be provided to ensure that the members benefit is correctly taxed when the member exits the Receiving Fund.
  - Where a Long-term Insurer is transferring or purchasing an annuity from another Long-term Insurer the Fund type will be blank.
- Indicate whether the Purchasing Fund / Long-term Insurer is an approved Fund, public sector Fund or a Long-term Insurer.

#### 4.1.2 Particulars of contact person of the Purchasing Fund / Long-term Insurer

2. Particulars of contact person of the Purchasing Fund/Insurer																																																																																																				
Surname																																																																																																				
Name(s)																																																																																																				
Tel no.																										Cell no.																										Fax no.																																																
E-mail address																																																																																																				
Postal Address																																																																																																				
																																																																																										Postal Code										

- Provide the particulars of the contact person who will be able to provide accurate information should additional information regarding the tax directive application form be required in order to complete the ROT to be submitted to SARS. For this reason, please **do not provide** contact details of a call centre. The information above is used by the Receiving Long-term Insurer to obtain additional information when required or if the Receiving Long-term Insurer requires assistance to complete the ROT. Provide the following information:

- Surname;
- Name(s);
- Telephone number;

- Cell number;
- Email address; and
- The Postal Address.

**4.1.3 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars) (mandatory for the electronic submission)**

**3. Particulars of person in whose name the pension/annuity is purchased (If reason is “Death” insert the Member/Former Member particulars)**

Tax Directive number of transfer application	<input type="text"/>	Taxpayer ref no.	<input type="text"/>	Tax Year	<input type="text"/>
Surname	<input type="text"/>				
Name(s)	<input type="text"/>				
Initials	<input type="text"/>	Date of Birth (CCYYMMDD)	<input type="text"/>	Identity no.	<input type="text"/>
Passport/ Permit no.	<input type="text"/>	Passport Country / Country of Origin (e.g. South Africa = ZAF)			<input type="text"/>
E-mail address	<input type="text"/>				
Cell no.	<input type="text"/>	Date of retirement/death/transfer as per directive (date of accrual)	<input type="text"/>		
Public Sector Fund: (Only complete these dates if a public sector fund)	Commencement date of pensionable service (CCYYMMDD)	<input type="text"/>	End date of pensionable service (CCYYMMDD)	<input type="text"/>	

- The information above is essential for the Receiving Long-term Insurer to submit the ROT02 electronically. Therefore the Transferring Fund / Long-term Insurer must ensure this part is completed in full before sending the final ROT02 to the Receiving Long-term Insurer:
  - Tax Directive number of transfer application:
    - Ensure that the tax directive number on the IRP3 notice is provided once SARS has issued the tax directive for the transfer.
    - Without the tax directive number, the Receiving Long-term Insurer cannot submit the ROT02. SARS uses the tax directive number to validate that the information submitted on the ROT corresponds with the tax directive issued by SARS.
  - Taxpayer reference no:
    - Ensure that the correct tax reference number is provided.
    - The ROT will be rejected if this number does not correspond with the number on SARS tax directive system. If the tax directive was submitted without a taxpayer’s reference number, as the member is not registered for income tax purposes, the field must be blank.
  - Tax year.
    - Must correspond with the year on the tax directive.
  - Provide the following information as entered on the tax directive application form
    - Surname;
    - Names;
    - The initials must match the names;
    - Date of birth;
    - ID number; or
    - Passport / Permit number.
  - The following member information is not part of the tax directive application form but one of the two fields must be provided when the ROT is submitted:
    - Email address; or
    - Cell number.
  - Date of retirement / death / transfer as per tax directive (date of accrual).
    - If this date does not correspond with the date of accrual on the tax directive, the ROT02 will be rejected.

**NOTE:** The information above is essential for the submission of the ROT02 and the Purchasing Fund / Long-term Insurer must ensure that the information is a hundred percent (100%) correct in order to assist the Receiving Long-term Insurer to submit the ROT02 successfully.

#### 4.1.4 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars)(continued)

**3. Particulars of person in whose name the pension/annuity is purchased (If reason is “Death” insert the Member/Former Member particulars)(continued)**

Indicate whether the current transfer is from a Public Sector Fund or from an Approved Fund: Public Sector Fund  Approved Fund

Indicate whether the previous transfer was from a Public Sector Fund or from an Approved Fund: Public Sector Fund  Approved Fund  Not applicable

Amount of benefit representing pensionable service in the Public Sector Fund R  ,

- The information above is not mandatory.

#### 4.1.5 Particulars of purchased pension / annuity

**4. Particulars of purchased pension/annuity**

Amount of member's gross benefit R  ,

Amount of benefit applied to purchase pension/annuity as reflected on the tax directive application R  ,

Any additional amount following the tax directive issue date? R  ,

Actual amount of benefit applied to purchase pension/annuity (if the amount differs from the tax directive amount) R  ,

Please provide reason for the difference between the directive and actual amount used to purchase an annuity

Total contributions by member to the fund up to 1 March 2016 (excluding profit and interest) R  ,

Total contributions to the fund after 1 March 2016 (excluding profit and interest) R  ,

Details of any portion of gross benefit not being applied to purchase this pension/annuity are as follows:

The pension/annuity is purchased on the following special conditions:

Has a tax directive been applied for at SARS? Yes  No  If yes, provide directive number

- The information above will assist the Receiving Long-term Insurer to correctly complete the ROT02 form:
  - Amount of member's gross benefit.
  - Amount of benefit applied to purchase pension / annuity as reflected on the tax directive application.
  - Any additional amount following the tax directive issue date.
    - Where the amount to purchase pension / annuity is more than the amount on the tax directive enter the difference in this field.
    - The ROT will be rejected if this amount is not inserted on the ROT to be submitted.
  - Actual amount of benefit applied to purchase pension / annuity (if the amount differs from the tax directive amount).
    - If this amount is less than the allowable 2 percentage (2%) tolerance the original tax directive **must** be cancelled and a tax directive application with the actual amount transferred must be submitted.
  - Please provide reason for the difference between the tax directive amount and actual amount used to purchase an annuity, if any.
  - Total contributions by member to the Fund up to 1 March 2016 (excluding profit and interest).
  - Total contributions to the Fund after 1 March 2016 (excluding profit and interest).
  - Details of any portion of the gross benefit not being used to purchase this pension / annuity,
  - Provide the special conditions, if any, for the pension / annuity purchased.
  - Has a tax directive been applied for at SARS?
  - If yes, provide the tax directive number.

#### 4.1.6 Statement on behalf of Purchasing Fund

**5. Statement on behalf of Purchasing Fund**

- The amount to be utilised for the purchase of a pension/annuity as set out in section 4 will be paid by means of electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section 2.
- Confirmation of payment of the amount to be paid will be provided as soon as this has been done.

- The Purchasing Fund confirms that:
  - The amount to be utilised for the purchase of a pension / annuity as set out in section 4 will be paid by means of electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section 2.
  - Confirmation of payment of the amount to be paid will be provided as soon as this has been done.

**4.1.7 Declaration**

Declaration		
I declare that the information furnished is true and correct in every respect. (Please also indicate the name and designation of the person signing on behalf of the purchasing fund.)	Signature on behalf of the purchasing fund	Official stamp
Date (CCYYMMDD)	For enquiries go to www.sars.gov.za or call 0800 00 SARS (7277)	

**Notes**

5.1 The recognition of purchase form must be completed when a retirement fund / insurer purchases a compulsory pension / annuity in the name of a member on retirement or in the name of a beneficiary / nominee in the case of 'death'.

5.2 The administrator of the transferring fund may only transfer the amount to the receiving fund / insurer upon receipt of all the required information necessary to complete the directive application form in full if the full benefit is not utilised to purchase pension / annuity.

5.3 The fund / insurer receiving the amount to purchase a compulsory pension / annuity is responsible for the submission of the completed recognition of purchase of the compulsory pension / annuity form electronically to SARS within 30 calendar days of the purchase.

5.4 If this confirmation of the purchase is not submitted to SARS, the purchase will be deemed to be a cash withdrawal benefit and will be taxed accordingly.

- Declaration
  - The declaration by the Purchasing Fund confirms to SARS that the information specified on PART A of the ROT02 form is true and correct whether submitted electronically or manually (hardcopy).
  - **NOTES:**
    - *5.1 The recognition of purchase form must be completed when a Retirement Fund / Long-term Insurer purchases a compulsory pension / annuity in the name of a member on retirement or in the name of a beneficiary / nominee in the case of 'death'.*
    - *5.2 The administrator of the Transferring Fund may only transfer the amount to the Receiving Fund / Long-term Insurer upon receipt of all the required information necessary to complete the tax directive application form in full if the full benefit is not utilised to purchase pension / annuity.*
    - *5.3 Long-term Insurer receiving the amount to purchase a compulsory pension / annuity is responsible for the submission of the completed recognition of purchase of the compulsory pension / annuity form electronically to SARS within 30 calendar days of the purchase.*
    - *5.4 If this confirmation of the purchase is not submitted to SARS, the purchase will be deemed a cash withdrawal benefit and will be taxed accordingly.*

**4.2 PART B – On behalf of the Receiving Long-term Insurer**

SARS Recognition of GN18 Purchase of a member/beneficiary owned pension/annuity		ROT02
B. On behalf of Receiving Insurer		
Amount received	R	<input type="text"/>
Amount of benefit applied to purchase pension / annuity on directive application (if the amount differs from the actual amount received)	R	<input type="text"/>
Any additional amount following the tax directive issue date?	R	<input type="text"/>
Please provide reason for the difference between the directive and actual amount used to purchase an annuity		
<input style="width: 100%;" type="text"/>		

- Amount Received



- ◻ This is the amount that the Long-term Insurer has actually received from the purchase of the annuity.
      - ◻ This amount can be less than the tax directive amount.
        - If the amount is less than the tax directive amount the reason for the difference must be provided.
        - The ROT will be declined if the reason is not provided therefore, the Purchasing Fund / Long-term Insurer must ensure that the information is completed in full in Part A, '*Particulars of purchased pension / annuity*'.
          - The ROT will be declined if the difference between the actual received and the tax directive amount is greater than the allowable tolerance. Inform the Purchasing Fund / Long-term Insurer to cancel and resubmit the tax directive with the correct amount actually transferred.
        - If the amount is more than (greater) the amount on the tax directive the difference must be entered in the '*Any additional amount following the tax directive issue date*' field.
    - Amount of benefit applied to purchase pension / annuity on the tax directive application (if the amount differs from the actual amount received):
      - ◻ This is the amount that the Purchasing Fund / Long-term Insurer has entered on the tax directive application form.
      - ◻ This amount **must** correspond with the tax directive amount.
      - ◻ The amount in Part A, '*Amount of benefit applied to purchase pension / annuity as reflected on the tax directive application*' must be entered here.
    - Any additional amount following the tax directive issue date.
      - ◻ This amount is the difference between the actual amount received and the amount reflected on the tax directive.
      - ◻ If this amount **is not** entered, the ROT will be rejected.
    - Please provide a reason for the difference between the tax directive and the actual amount transferred.
      - ◻ Reason for the difference between the tax directive and the actual amount transferred must be provided to avoid the rejection of the ROT.

**4.2.1 Particulars of Receiving Long-term Insurer (mandatory for the electronic submission)**

1. Particulars of Receiving Insurer															
Registered Name															
FSB Registered Insurer no.	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>														
Policy number or other reference															
Commencement date of the person's policy (CCYYMMDD)															

- Ensure that the Particulars of the Receiving Long-term Insurer is correctly completed to assist the Purchasing Fund / Long-term Insurer to correctly complete the tax directive application form and this information is mandatory to submit the ROT02 successfully:
  - ◻ Registered Name:
    - Enter the Long-term Insurer name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. The name must be entered as displayed on the FSCA website.

- FSCA Registered Long-term Insurer no (Life Licence no.):
  - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 10/10/1/ followed by 4 digits). In cases where the number is less than 4 digits, populate the rest of the field with '0' before the number, e.g. where the FSCA registration Long-term Insurer number is 10/10/1/9 capture the registration number as 10/10/1/0009.
  - The number must correspond with the name and number **as displayed on the FSCA website**.
- Policy number or other reference:
  - Provide the policy number that will be allocated once the annuity is purchased.
  - This is a mandatory field when submitting the tax directive application by the Purchasing Fund / Long-term Insurer and when submitting the ROT02.
- Commencement date of the person's policy (CCYYMMDD).
  - This is a mandatory field when submitting the ROT02.

#### 4.2.2 Particulars of contact person of the Receiving Long-term Insurer (mandatory for the electronic submission)

2. Particulars of contact person of the Receiving Insurer										
Surname										
Name(s)										
Company										
Tel no.		Cell no.		Fax no.						
E-mail address										
Postal Address										
									Postal Code	

- Particulars of contact person of the Receiving Long-term Insurer must be provided to avoid the ROT being rejected. Please provide the following information to assist SARS where additional information is required regarding the purchase of annuity:
  - Surname;
  - Name(s);
  - Telephone number
  - Cell number;
  - Email address; and
  - The postal address.

#### 4.2.3 Particulars of Bank Account of Receiving Long-term Insurer

<span style="font-weight: normal;">Recognition of GN18 Purchase of a member/beneficiary owned pension/annuity</span> <span style="float: right; border: 1px solid black; padding: 2px;">ROT02</span>	
3. Particulars of Bank account of Receiving Insurer	
Account Holder Name	
Name of Bank	
Branch Name	
Branch no.	
Account no.	
Reference no. for deposit (if applicable)	

- All the information above must be completed to ensure that the Transferring Fund is paying the lump sum amount into the correct bank account.

#### 4.2.4 Particulars of person / beneficiary in whose name the pension / annuity is purchased (In case of “Death of the Member / Former Member”) (mandatory for the electronic submission)

4. Particulars of person/beneficiary in whose name the pension/annuity is purchased (In case of “Death of the Member/Former Member”)											
Taxpayer ref no.	<input type="text"/>										
Surname	<input type="text"/>										
Name(s)	<input type="text"/>										
Initials	<input type="text"/>			Date of Birth (CCYYMMDD)	<input type="text"/>			Identity Number	<input type="text"/>		
Passport/ Permit no.	<input type="text"/>						Passport Country / Country of Origin (e.g. South Africa = ZAF)	▼			
E-mail address	<input type="text"/>										
Cell no.	<input type="text"/>										

- The information above is essential for the Receiving Long-term Insurer to submit the ROT02 electronically. The above information must be provided if the reason on the tax directive is ‘Death before retirement’.
  - Taxpayer reference no:
    - Ensure that the correct tax reference number is provided of the person who will receive the annuity.
    - The ROT will be rejected if this number does not correspond with the number on SARS tax directive system. If the tax directive was submitted without a taxpayer’s reference number, as the member is not registered for income tax purposes, the field must be blank.
  - Provide the following information as entered on the tax directive application form:
    - Surname;
    - Names;
    - The initials must match the names;
    - Date of birth;
    - ID number; or
    - Passport / Permit number.
  - The following member information is not part of the tax directive application form information but one of the two fields must be provided when the ROT is submitted:
    - Email address; or
    - Cell number.

**NOTE:** The information above is essential for the submission of the ROT02 and the Purchasing Fund / Long-term Insurer must ensure the information is accurate in order to assist the Receiving Long-term Insurer to submit the ROT02 successfully.

#### 4.2.5 Statement on behalf of the Receiving Long-term Insurer

5. Statement on behalf of Receiving Insurer
<ul style="list-style-type: none"> <li>• The pension/annuity as set out in paragraph A(4) will be applied for the benefit of the person specified in paragraph A(3)/B(4) in the case of death of Member/Former Member, by way of an electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section B(2).</li> <li>• The pension/annuity shall be a life-long pension/annuity in the name of the person specified in paragraph A(3)/B(4) in the case of death of Member/Former Member. However, in the event of a child’s pension/annuity the duration of the pension/annuity shall be in accordance with the conditions provided by the purchasing fund.</li> <li>• If any request is received to deal with the benefit as set out in paragraph A(4) in any manner other than that set out in paragraph A(4), including any request to cancel the purchase to the insurer, such request shall not be implemented by the insurer without the prior written consent of the purchasing fund.</li> </ul>

- The Receiving Long-term Insurer confirms that:
  - The pension / annuity as set out in paragraph A(4) will be applied for the benefit of the person specified in paragraph A(3) / B(4)( in the case of death of Member / Former Member)], by way of an electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section B(2).

- The pension/annuity shall be a life-long pension / annuity in the name of the person specified in paragraph A(3) / [B(4) in the case of death of Member / Former Member]. However, in the event of a child's pension / annuity the duration of the pension / annuity shall be in accordance with the conditions provided by the Purchasing Fund.-
- If any request is received to deal with the benefit as set out in paragraph A(4) in any manner other than that set out in paragraph A(4), including any request to cancel the purchase to the Long-term Insurer, such request shall not be implemented by the Long-term Insurer without the prior written consent of the Purchasing Fund.

#### 4.2.6 Declaration (mandatory for the electronic submission)

- Declaration
  - The declaration by the Receiving Long-term Insurer confirms to SARS that the information specified on PART B of the ROT02 form is true and correct whether submitted electronically or manually (hardcopy).

## 5 COMPLETE THE REQUEST TO CANCEL AN ROT

NOTE: The original copy of the claim / option form, completed by the member indicating how the Fund must deal with the benefit, must be submitted with the request to cancel an ROT together with any relevant documentation to support the cancellation. If a copy of the claim form / option form is not attached to the request, the request to cancel the ROT will be rejected.

- The cancellation of an ROT will only be considered in the following instances:
  - The Transferring Fund did not deduct the debt e.g. housing loans / housing guarantees before the benefit was transferred.
    - The document to be attached to the request to prove the claim must be the settlement letter from the institution hosting the loan.
  - The maintenance order was not deducted from the benefit before it was transferred or used to purchase an annuity.
    - A copy of the court order must also be attached.
  - The Transferring Fund did not take the claim of employee debt or a damage claim from the employer into account.
    - A letter from the employer indicating the nature of the debt or damage claim must also be attached to the request.
  - The tax directive was submitted using an incorrect income tax reference number or other demographic information is incorrect.
  - AIPF contributions were not allowed as a deduction when the member retired or the tax directive reason was death before retirement.
    - Documentation must be provided to confirm the AIPF contributions.
  - The Fund Administrator did not complete the Public Sector Fund container, where the member has transferred from a Public Sector Fund to an approved fund, and the pre-1998 vested right was not taken into account.
    - A copy of the ROT01 of the transfer from the Public Sector Fund to an approved fund must be attached to the request.

- Duplicate directive application. Only the second tax directive application and ROT will be considered for cancellation. The Original tax directive will remain.
  - Additional Voluntary contributions were not taken into account when the member exited the fund.
    - Provide a letter from the Fund that the additional voluntary contributions was received as well as confirmation that SARS was informed of the additional voluntary contributions that was not taken into account before the member exited from the fund.
  - The incorrect reason on the original tax directive application was used and that the incorrect reason has a tax implication. For example, the reason for application is '*Resignation*' was used instead of '*Termination of Employment (Retrenchment)*'.
  - The taxpayer has requested that an amount must be paid as a lump sum only if no tax is payable and the fund did not adhere to the request. It is recommended that the Fund Administrator must make use of the 'simulator / quoting' system **before** submitting the tax directive application form to provide the member with the required information to make an informed decision. In future this may not be accepted as a valid reason to cancel the ROT.
- The following are examples of requests which will not be considered for a cancellation of the ROT:
  - The member has changed the request (claim form / option form) and does not want to transfer or take a portion in cash anymore.
  - The taxpayer has received bad advice from the financial advisor / broker, irrespective of whether the advice from the financial advisor / broker was based on insufficient information.
  - The surname on the tax directive is not the same as the surname on the ID document but all other demographic information was correct.
  - The incorrect PAYE number was used. The Fund must inform SARS of the incorrect PAYE number used and SARS will make a note on the directive to indicate the correct PAYE number.

## 5.1 How to submit a request to cancel an ROT

- The requestor must be a registered eFiler and logged in on eFiling to be able to submit the ROT cancellation.
- Once logged in, refer to the top Blue ribbon and select '*Services*'.



- The requestor must select 'Request' on the 'Tax Directives' menu.

Tax Directives
Request
Pending
Submitted
History
Cancelled
Tax Directives - prior 2017

- On the list of forms displayed, the requestor must select 'Cancel ROT'.

The screenshot shows a web interface with three main sections: DIRECTIVES FORM, IRP3 EMPLOYER FORMS, and ROT FORMS. The 'CANCEL ROT' option is highlighted with a black box.

DIRECTIVES FORM			
<b>FORM A&amp;D</b> Retirement or Death: Pension/Provident Fund [1]-Submitted   [2]-Finalised   [1]-Declined   [0]-Cancelled	<b>FORM B</b> Registration or Transfer: Pension/Provident Fund [4]-Submitted   [2]-Finalised   [7]-Declined   [0]-Cancelled	<b>FORM C</b> Retirement, Death/Transfer: Retirement Annuity Fund [0]-Submitted   [2]-Finalised   [2]-Declined   [0]-Cancelled	<b>FORM E</b> After Retirement And Death Annuity Commutations [0]-Submitted   [1]-Finalised   [0]-Declined   [0]-Cancelled
IRP3 EMPLOYER FORMS			
<b>IRP3A</b> Application for a Tax Directive: Gratuities [0]-Submitted   [1]-Finalised   [0]-Declined   [0]-Cancelled	<b>IRP3B</b> Application for a Tax Directive: Fixed percentage [0]-Submitted   [0]-Finalised   [4]-Submitted   [0]-Cancelled	<b>IRP3C</b> Application for a Tax Directive: Fixed amount [2]-Submitted   [0]-Finalised   [0]-Declined   [0]-Cancelled	<b>IRP3S</b> Application for a Tax Directive: Share Options [0]-Submitted   [0]-Finalised   [0]-Declined   [0]-Cancelled
ROT FORMS			
<b>ROT01</b> Recognition of Transfer between Approved Funds [1]-Submitted   [0]-Accepted   [0]-Declined	<b>ROT02</b> Recognition of GN18 Purchase of a member/beneficiary owned pension [0]-Submitted   [0]-Accepted   [0]-Declined	<b>CANCEL ROT</b> Request to cancel existing Recognition of Transfer	<b>CANCEL DIRECTIVE</b> Request to cancel existing directive

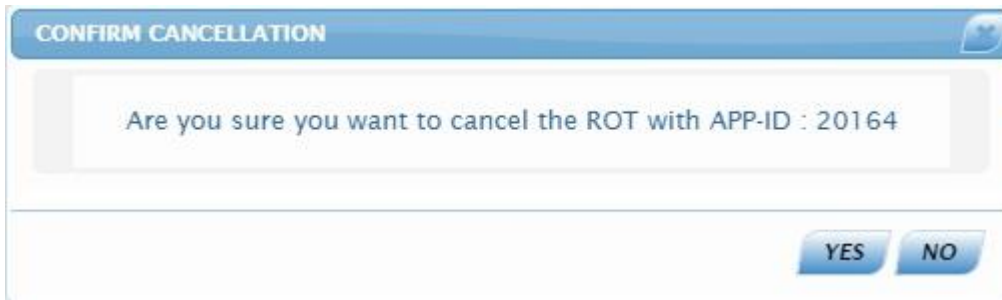
- On the 'ROT Cancellation' screen the requestor has three options:
  - 'Request to Cancel ROT' – The requestor must use this option to submit a request to cancel an ROT.
  - 'Existing ROTs' – Can only be used by the Fund Administrator / Long-term Insurer who has submitted the ROT through SARS eFiling. A list of the ROT's submitted will be displayed and the requestor can select the ROT they wish to cancel. They will be able to view the detail required to submit the request to cancel the ROT.
  - 'ROT Cancellation Request' – This function can only be used if the request to cancel an ROT was previously submitted and now the requestor is only enquiring on the status of the request.

- The fields marked with an asterisk (\*) are mandatory fields and must be provided although all the fields must be completed on the screen.

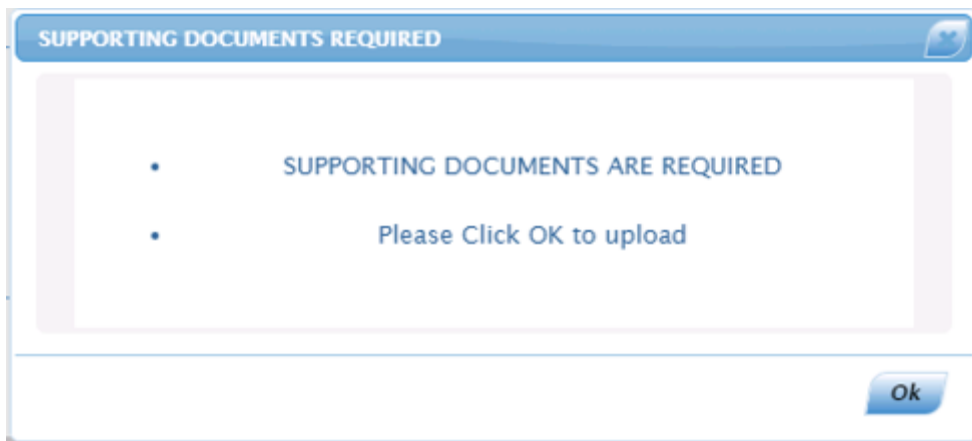
NOTE: The information captured on the ROT must be provided in these fields, as described below:

- Enter the '*Original ROT application ID*' – This is the ROT01 ID or ROT02 ID number generated by the Interface Agency that was used to submit an ROT.
- '*Directive Number / IRP3 Number*' – Enter the tax directive number that was used to submit an ROT.
- '*ID Number*' – Enter the ID number of the original member who has elected to transfer / purchase annuity(ies). It must be the same ID number that was entered when the tax directive application was submitted.
  - If the requestor wants to cancel an ROT02, where the annuity was purchased in the name of a beneficiary the '*ID number*' of the beneficiary must be provided.
- '*Other ID number e.g. passport*' – Only the '*ID Number*' field or the '*Other ID number e.g. passport*' field must be completed, both fields cannot be completed.
  - If the request is to cancel an ROT02, where the annuity was purchased in the name of a beneficiary the '*Other ID number*' of the beneficiary must be provided.
- '*Tax Reference Number*' – must be provided if the tax reference number was entered on the tax directive application form, when the ROT was submitted.
  - *If the request is to cancel an ROT02 where the annuity was purchased in the name of a beneficiary, the 'Tax Reference Number' of the beneficiary must be provided.*
- Fund Number – If the request is to cancel an ROT01 and the Fund is a Public Sector Fund, the Fund approval number must be provided. The approval number format is 18204 (followed by 6 digits) e.g. 18204001597. Ensure the number correspond with the number used on the submission of the ROT01.
- FSCA Registered Long-term Insurer Number - The correct format 12/8/0000000/999999, where 0000000 is the registered umbrella Fund number and 999999 represents the participating employer number).
- FSCA Registration No - Only Long-term Insurers must complete this field and enter the FSCA registered Long-term Insurer number. The correct format is 10/10/1/4 followed by 4 digits.
- '*Cancellation Reason*' – A short reason for the request to cancel the ROT must be provided. A letter with detailed reasons must be attached to the request.

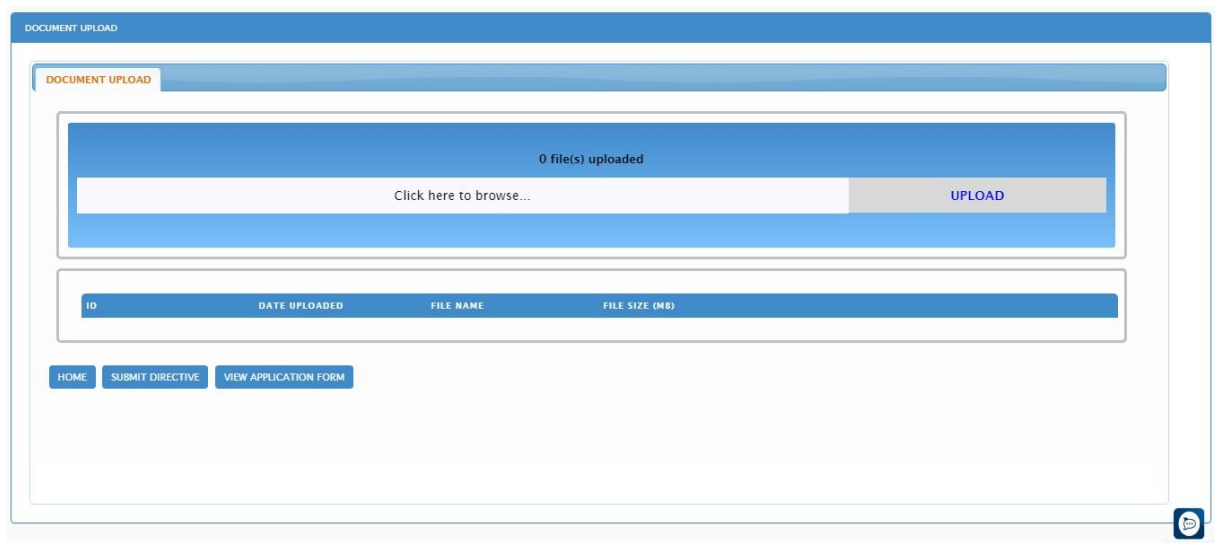
- A confirmation message will be displayed when the requester click on the 'Submit' button.



- On the 'Confirm Cancellation' screen, the requester has two options.
  - If the requester clicks on the 'No' button the system will display the 'Request to Cancel ROT' form again.
  - If the requester selects the 'Yes' button the system will display a message to prompt the requester to upload the supporting documents, for example the claim form / option form the member has completed, and any other relevant supporting documents.



- When the requester clicks on the 'Ok' button, the 'Document upload' screen will open and allow the requester to upload the required supporting documents.

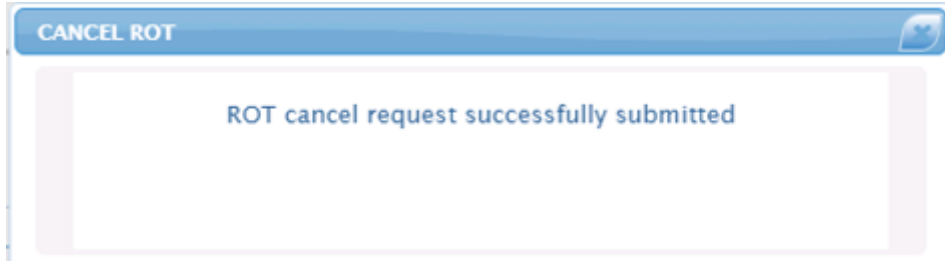




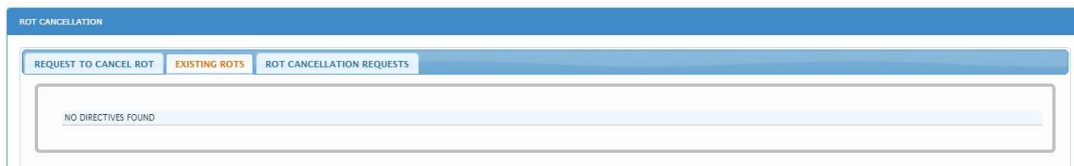
- The file size may not exceed 5mb and the following file types will be accepted:

.doc      .docx      .gif      .Jiff      .jpeg  
 .jpg      .pdf      .png      .xls      .xlsx

- The requestor can now 'browse' and upload the document.
- If the requester selects the 'SUBMIT' button the ROT cancellation submission confirmation message will be displayed.



- **Existing ROTs** – can only be accessed by the Fund Administrator / Long-term Insurer who has submitted the ROT through SARS eFiling. A list of the ROT's submitted will be displayed and the requestor can select the ROT to be cancelled. Once selected the requestor can review the information relating to the ROT to be cancelled, thereafter select the function 'Request to Cancel ROT'.



- **'ROT Cancellation Request'** – Use this function to determine the status of the request to cancel an ROT.

COMPLETED DATE	APPLICATION ID	DIRECTIVE NUMBER	DOCUMENTS	STATUS	
2019-11-26 14:06	282	24700	3	CANCELLED	SELECT
2019-11-26 10:43	282	2469	0	Declined	SELECT
2019-11-26 09:11	28	246	0	Declined	SELECT
2019-11-26 07:36	ROT02151	2432	0	Failed Enquiry	SELECT
2019-11-26 07:34	ROT02151	2432	0	Failed Enquiry	SELECT
2019-11-25 13:25	28266154	2469	2	Submitted To SARS	SELECT

- Below is a list of possible statuses and the relevant explanation:
  - If the status is 'Failed Enquiry', either the incorrect 'Application ID' or 'Directive number' was provided.
  - The status 'Cancelled' indicates the request was successful and the ROT was cancelled.

- If the status is '*Declined*', then click on the '*SELECT*' button to view the reason the request was declined.
- If the status is '*In Progress*' the request is still under review and has been finalised yet.

## 6 CROSS REFERENCES

DOCUMENT TITLE	APPLICABILITY
Guide to Complete the Tax Directive Application Forms - External	All

## 7 DEFINITIONS AND ACRONYMS

<b>Administrator of a trust and / or Fund</b>	A member of a board that manage the affairs of the Fund. Reference to trustees and / or Fund administrators include liquidators of retirement Funds.
<b>Annuity</b>	Benefits that are paid in monthly, quarterly, yearly instalments.
<b>Approved Fund</b>	The rules of the Fund are approved by the Commissioner for SARS in compliance with the requirements of the definition of provident Fund and paragraph (c) of the definition of pension fund, also known as private sector Funds. From 1 April 2012 in terms of section 3(5) of the Income Tax Act SARS has delegated the function to approve a Fund contemplated in the definition of "pension fund", pension preservation fund", "provident fund", "provident preservation fund" or "retirement annuity fund" for purposes of the Act to the Executive Officer of the FSCA to create a "one stop shop" for approval.
<b>Exit event</b>	Termination of employment e.g. death, resignation, withdrawal, retirement, retirement due to ill health or winding up of the Fund
<b>FSCA</b>	Financial Sector Conduct Authority
<b>GEPF</b>	Government Employees Pension Fund
<b>Public Sector Fund</b>	Paragraph (a) and (b) of the definition of pension fund in section 1 of the Act
<b>ROT</b>	Recognition of Transfer or Recognition of Purchase
<b>ROT01</b>	Recognition of Transfer. To be submitted where a benefit was transferred from one approved Fund or public sector Fund to another approved or public sector Fund. The Receiving Fund must sign the manual document to be a valid document or confirm electronically the receipt of the lump sum benefit.
<b>ROT02</b>	Recognition of GN18 purchase of a member / beneficiary owned pension / annuity from a Long-term Insurer. To be submitted where a member / beneficiary chooses to purchase an annuity from an instead of the Fund providing the annuity. The Long-term Insurer must sign the manual document to be a valid document or confirm electronically the receipt of the benefit.
<b>SA</b>	South Africa
<b>The Act</b>	The Income Tax Act No. 58 of 1962

## **DISCLAIMER**

**The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.**

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- Visit the SARS website at [www.sars.gov.za](http://www.sars.gov.za)
- Visit your nearest SARS branch
- Contact your own registered tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 7277
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).