

Manager ePort request Form

The Manager enables each staff to initiate and track the benefit claim process in the event of withdrawal, retirement or death of a member.

There are four levels of access on the employer portal, namely: create, change, view or authorise.

The authorised individuals will be provided with access details and a password. It is imperative that the access details and the password are treated with utmost confidence. Should the access details and /or password be shared or compromised in any way, neither Momentum Retirement Administrators nor the Trustees of the **SARPBAC Retirement Fund (Pension and Provident)** will be held responsible for any such unauthorised use.

Please note that all transactions or changes made in ePort will update the Momentum Retirement Administrators' administration system automatically.

Neither administrators nor the trustees of the **SARPBAC Retirement Fund (Pension and Provident)** will be held liable for any loss or damage or expense occasioned by the erroneous activation of any processes, transactions and/or changes on ePort by the employer.

In an event where users experience difficulties when accessing ePort, please contact:

Willie Venter

Tel: 011 587 8429

E-mail: willie.venter@momentum.co.za

I _____ nominate and authorise the following _____
Employee/s to have access to ePort:

| Name | ID Number | Level of access |
|------|-----------|--|
| | | <input type="checkbox"/> Create <input type="checkbox"/> Change <input type="checkbox"/> View |
| | | <input type="checkbox"/> Change <input type="checkbox"/> View <input type="checkbox"/> Authorise |
| | | <input type="checkbox"/> Create <input type="checkbox"/> Change <input type="checkbox"/> View |
| | | <input type="checkbox"/> Change <input type="checkbox"/> View <input type="checkbox"/> Authorise |

Terms and Conditions

Access Codes

The employer's authorised user /s will each be provided with the access details and passwords. These access codes should be treated as confidential. Should access details and passwords be shared or compromised in any way, the employer shall indemnify Momentum Retirement Administrators and the Trustees of the **SARPBAC Retirement Fund (Pension and Provident)** against any action, claim, loss or damage caused directly or indirectly which may arise from such unauthorised use.

Instructions

The authorised user shall verify the correctness of the information and of the instruction prior to conducting transactions via ePort. It is important to understand that all transactions and changes will automatically update Momentum Retirement Administrators' administration system after submission. Where an authorised user has submitted erroneous information or an incorrect instruction on ePort, the employer shall indemnify Momentum Retirement Administrators and the Trustees of **SARPBAC Retirement Fund (Pension and Provident)** against any action, claim, loss or damage (whether direct, indirect, special or consequential) or expense which may arise and be attributable to the submission of such erroneous information and/or instruction.

Transaction options

Notify claims

This function will be used to submit withdrawal, retirement or death claims. The authorised user shall verify the withdrawing member's personal details prior to submission thereof.

By signing this page you confirm that you have read, understood and agree to these terms and conditions pertaining to the Employer Representatives' use of ePort.

I accept the terms and conditions

Name:

Signature:

Designation:

Date: