

## Retrenchment/Loss of Income Claim Form

The Claimant is to complete the claim form and submit to FeverTree Finance with the listed requirements in order to register his/her Retrenchment/Loss of Income claim.

Policy Number \_\_\_\_\_

### 1. Particulars of the Insured

Claimant's full name \_\_\_\_\_

Identity number \_\_\_\_\_

Residential address \_\_\_\_\_  
\_\_\_\_\_

Postal address \_\_\_\_\_

Cellphone number \_\_\_\_\_ E-mail address \_\_\_\_\_

### 2. Employment Details

Name of company \_\_\_\_\_

Cellphone number \_\_\_\_\_

Telephone number \_\_\_\_\_

HR contact person \_\_\_\_\_

HR email address \_\_\_\_\_

Line manager \_\_\_\_\_

Contact number \_\_\_\_\_

Reason for retrenchment/loss of income \_\_\_\_\_

Last date of employment \_\_\_\_\_

When did you start working for this employer? \_\_\_\_\_

When were you informed of your potential retrenchment/loss of income? \_\_\_\_\_

Occupation at the time of retrenchment/loss of income \_\_\_\_\_

Employee number? \_\_\_\_\_

### 3. Please provide the following documents:

- Certified copy of ID of the Insured
- Copy of the Credit Agreement entered into by the Insured
- Statement of indebtedness with initial loan, outstanding amount at the Claim Event Date and credit instalments payable
- Notification of possible retrenchment
- Retrenchment Letter (detailing the reason, notice period and final date of employment)
- A copy of your Contract of Employment
- Ui19 Form
- Bank statements - on monthly basis to confirm unemployment

The Insurer must be notified of Retrenchment / Loss of Income Claims within the notification period, even if all the required information is not yet available.

**DECLARATION:**

*I hereby waive any right to privacy and authorise the Insurer (or its appointed Administrator):*

- *to obtain from my employer, insurance company or any other person or entity, whom I hereby authorise to give and to disclose, any information which the Insurer requires or deems necessary to facilitate the assessment of the risks and the consideration of this claim for benefits under this Policy arising from this claim application, and;*
- *to disclose any insurance information (provided by me or on my behalf to any other insurance company, either directly or through a database operated by or for Insurers as a group, at any time and in such detailed, abbreviated or coded form as may from time to time be decided by the Insurer or by the operators of such database; and*
- *to verify any information provided against other sources or databases;*
- *to disclose information regarding a specific policy, owner or life insured to any persons or institution provided that the Insurer considers such disclosure necessary in order to assess this claim; and*
- *where required through the operation of law, to disclose information regarding a specific policy, owner or life insured to regulatory and government agencies.*

Signature of the Insured \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND THE COMPLETED & SIGNED DOCUMENTS TO FeverTree Finance OR EMAIL TO [claims@fevertreefinance.co.za](mailto:claims@fevertreefinance.co.za) OR POST TO 5<sup>th</sup> Floor, Oasim North, Havelock Street, Central, Port Elizabeth, 6001**

**Processing of Personal Information in terms of the Protection of Personal Information Act 4 of 2013**

Your privacy is of utmost importance to Us. We will take the necessary measures to ensure that any and all information, including Personal Information (as defined in the Protection of Personal Information Act 4 of 2013) provided by you or which is collected from you is processed in accordance with the provisions of the Protection of Personal Information Act 4 of 2013 and further, is stored in a safe and secure manner and kept for the period prescribed by the Applicable Laws.

You hereby agree to give honest, accurate and up-to-date Personal Information which may be used for the following reasons:

1. to establish and verify your identity in terms of the Applicable Laws;
2. to enable Us to fulfil our obligations in terms of this Claim;
3. to enable Us to take the necessary measures to prevent any suspicious or fraudulent activity in terms of the Applicable Laws; and
4. reporting to the relevant Regulatory Authority/Body, in terms of the Applicable Laws.

We may share your information for further processing with the following third parties, which third parties have an obligation to keep your Personal Information secure and confidential:

1. Payment processing service providers, merchants, banks and other persons that assist with the processing of any benefit payable;
2. Law enforcement and fraud prevention agencies and other persons tasked with the prevention and prosecution of crime;
3. Regulatory authorities, industry ombudsmen, governmental departments, local and international tax authorities, and other persons that we, in accordance with the Applicable Laws, are required to share your Personal Information with; and
4. Credit Bureau's.

FeverTree Finance Proprietary Limited  
5<sup>th</sup> Floor, Oasim North, Havelock Street, Central, Port Elizabeth, 6001  
Telephone: 087 2100 336  
Website: [www.fevertreefinance.co.za](http://www.fevertreefinance.co.za)



Reg. No. 1998/023910/07  
Vat No. 4550261970

You acknowledge that any Personal Information supplied to Us in terms of this Claim is provided according to the Applicable Laws. Unless consented to by yourself, We will not sell, exchange, transfer, rent or otherwise make available your Personal Information to any other parties and you indemnify Us from any claims resulting from disclosures made with your consent. Such Personal Information provided (voluntarily, unconditionally and specifically) will be utilised by Us or by any appointed third parties, on our behalf, and will be kept for such period as legislated according to the Applicable Laws.

You understand that if We have utilised your Personal Information contrary to the Applicable Laws, you have the right to lodge a complaint with Guardrisk within 10 (ten) days. Should Guardrisk not resolve the complaint to your satisfaction, you have the right to escalate the complaint to the Information Regulator.