

**Contact details**

Tel: 0800 001 615 • PO Box 652509, Benmore, 2010 • www.engenmed.co.za

## Member withdrawal request form

This form needs to be completed when you want to leave the Fund, or when you want to withdraw your dependant(s) from the membership.

**Who we are**

Engen Medical Benefit Fund (referred to as 'EMBF'), registration number 1572, is a not-for-profit organisation, registered with the Council for Medical Schemes.

Discovery Health (Pty) Ltd, registration number 1997/013480/07, (referred to as 'the administrator') is a separate company, an authorised financial services provider and is responsible for the administration of your membership on behalf of the Fund.

**How to complete this form**

1. Please use one letter per block, complete in black ink and print clearly.
2. To avoid administration delays, please ensure this application is completed in full.
3. Please complete and return the form to your Human Resources department.

### 1. Employer contact details (to be completed by Employer)

Person who will receive correspondence on the withdrawal process

Contact name  Designation

Telephone  Fax

Email address

Preferred means of communication (please tick one) Email  Post  Fax

Employer contact signature  Original hand signature required Date

Employer Stamp

### 2. Principal member details

Member name  Membership number

Employee number  Contact number

Email address

Preferred means of communication (please tick one) Email  Post  Fax

Main Member  Original hand signature required Date

**Please do not sign an incomplete application form.**

### 3. Withdrawals

Effective date

Withdrawal of Principal member Yes  No

*(Y= entire membership, including that of any dependant/s, will be withdrawn; no need to fill out dependant details if Principal membership is ending)*

Withdrawal of Dependant/s only Yes  No

*(Y = fill out the details of the dependant/s whose membership you want to end)*

**Please note**

No backdated withdrawals are allowed. All withdrawal notifications need to be submitted three weeks in advance. If the membership ends mid-month, a full contribution will be charged for the month.

