



**Contact details**

Tel: 0860 101 252 • PO Box 652509, Benmore 2010 • www.retailmedicalscheme.co.za

## Transfer from active to retiree status 2026

### Who we are

Retail Medical Scheme (referred to as 'the Scheme'), registration number 1176, is a not-for-profit organisation, registered with the Council for Medical Schemes.

Discovery Health (Pty) Ltd (referred to as 'the Administrator') a separate company and an authorised financial services provider (registration number 1997/013480/07), administers Retail Medical Scheme.

### How to complete this form

1. Please use one letter per block, complete in black ink and print clearly.
2. This form is for main members who move onto retiree status, to make contributions or payments directly to Retail Medical Scheme.
3. To avoid administration delays, please ensure this application is completed in full.
4. To be completed and returned to your People Team Department.
5. Please call Retail Medical Scheme on **0860 101 252** for any queries.

### 1. Member information (main applicant)

Membership number (compulsory)	<input type="text"/>	Start date	<input type="text"/>
Employee number (compulsory)	<input type="text"/>		
Title	<input type="text"/>	Initials	<input type="text"/>
Surname	<input type="text"/>		
First name(s)	<input type="text"/>		
Previous or maiden name	<input type="text"/>		
ID or passport number	<input type="text"/>		
Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	Date of birth <input type="text"/>
Marital status	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Divorced <input type="checkbox"/>
	Widowed <input type="checkbox"/>	Date of marriage	<input type="text"/>
Telephone (H)	<input type="text"/>	Telephone (W)	<input type="text"/>
Cellphone	<input type="text"/>		
Postal address	<input type="text"/>		
<input type="checkbox"/> PO Box	<input type="checkbox"/> Private Bag	Box number	<input type="text"/>
<input type="checkbox"/> Suite	<input type="checkbox"/> PostNet Suite	Number	<input type="text"/>
Suburb	<input type="text"/>		
City	<input type="text"/>	Postal code	<input type="text"/>
Physical address	<input type="text"/>		
Unit/Suite number	<input type="text"/>	Complex name	<input type="text"/>
Street number	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>		
City	<input type="text"/>	Postal code	<input type="text"/>

## 2. Banking details for your monthly contributions

### What you must do

Submit the following with this form: A copy of your ID and a bank statement/letter of confirmation (not older than three months) from the bank.

These details apply when you pay directly towards your total contribution. Please note that we cannot accept credit card details. You may only use a South African bank account. The first deduction will take place at the beginning of the month following the start date as a retiree member.

Bank name	<input type="text"/>		
Branch name	<input type="text"/>	Branch code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Account number	<input type="text"/>	Account type	Cheque <input type="checkbox"/> Transmission <input type="checkbox"/> Savings <input type="checkbox"/>
Name of account holder	<input type="text"/>		
Signature of account holder	<input type="text"/>		

I,  hereby give the Scheme and the Administrator permission to charge my bank account for my contributions to the Scheme.

## 3. Banking details for reimbursement of your claims

### What you must do

Submit the following with this form: A copy of your ID and a bank statement/letter of confirmation (not older than three months) from the bank.

Banking details: Same as above? Yes  No  (if "No" please complete below)

Bank name	<input type="text"/>		
Branch name	<input type="text"/>	Branch code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Account number	<input type="text"/>	Account type	Cheque <input type="checkbox"/> Transmission <input type="checkbox"/> Savings <input type="checkbox"/>
Name of account holder	<input type="text"/>		
Signature of account holder	<input type="text"/>		

## 4. Your legal declaration

It is my sole responsibility as a member to make sure Retail Medical Scheme receives the monthly contributions. If contributions are outstanding for two months in a row, my membership will be cancelled in the third month. Short payment or non-payment of any of my contributions will result in suspension of my claims.

I confirm the content of this application is true and complete.

I agree to advise Retail Medical Scheme in writing of any change in details that may occur between the date of this application form and the activation of my membership with the Scheme.

Signed at (town or city)	<input type="text"/>	on	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature of applicant	<input type="text"/>		