



OLD MUTUAL **CORPORATE CONSULTANTS** **GENERAL AND BENEFITS CONSULTING**

Old Mutual Corporate Consultants offers customised consulting, coordination and support to employers, trustees and boards of management to enable them to help their fund members achieve their desired retirement outcomes.

General and Benefits Consulting is a professional, member-focused advice offering that serves as a cornerstone on which Old Mutual Corporate Consultants builds its value-adding client partnerships.

The consulting offering is a future-focused partnership, founded on trust and cemented by independent, best-practice inputs at a premium quality-to-price ratio. The offering is continually strengthened through the application of our vast expertise, understanding of our clients, and passion for performance.

Our consulting solutions are designed to meet the needs of employers, trustees, boards of management and fund members, with a particular focus on securing the best possible member outcomes through the incorporation of ongoing financial education.

Our proven General and Benefits Consulting services are offered to employers participating in an umbrella fund arrangement and those with standalone retirement funds.

These offerings include:

EMPLOYEE BENEFIT CONSULTING FOR EMPLOYERS IN UMBRELLA FUNDS AND TRUSTEES OF STANDALONE FUNDS

Old Mutual Corporate Consultants leverages its extensive experience with both standalone and umbrella funds to deliver employee benefit consulting services that fully support employers, trustees and boards of management in the fulfilment of their responsibilities.

The range of services we offer includes, but is not limited to:

Umbrella funds	Standalone funds
Assistance and support with setting up the initial board of management (umbrella funds) or board of trustees (standalone funds) including advice on the compliant constitution of these bodies.	
Support in identifying any need for risk benefit, employee benefit, communication or investment consulting.	
Assistance with setting strategy for employees' retirement benefits in line with industry or regulatory changes.	
Assistance with identifying and arranging suitable member workshops and facilitating trustee or board of management member training.	
Compilation and distribution of a year plan at the beginning of each year, including meeting and presentation dates.	
Distribution of industry updates and trends.	
Active management of the action item lists from meetings.	
Co-ordination and follow-up of documentation submission to the FSB.	
Co-ordination and drafting of rule amendments and submission of these to the FSB.	
Legal and secretarial services.	
Ongoing support and advice on general issues affecting the sub-fund(s).	Ongoing support and advice to the principal officer and chairperson on all fund matters.
Advice on sub-fund structure, management and benefit design.	Advice on fund structure, fund management and benefit design.



Umbrella funds	Standalone funds
Assistance with selecting the appropriate communication vehicles and messages.	
Maintenance of committee minute books, policies and master files as well as other sub fund documentation.	
	Assistance with setting the fund's budget in line with the board's requirements.
	Support in ensuring that the proper governance structures are in place. This includes setting up and maintaining the necessary PF130 governance documents.
	Support with establishing and setting mandates (terms of reference) for required sub-committees.
Advice around benefit structures and treatment of members in the case of mergers and acquisitions (Section 197 transfers).	

In addition, the General and Benefits Consulting service includes:

Facilitation of Trustee and Board of Management meetings

While our standard service includes two meetings per year, we work with our clients to assess their needs and can tailor the most appropriate meeting schedule. We offer a full service that includes compilation of the agenda, stakeholder liaison, chairperson support, minute taking, coordination of report-backs, and distribution of an action item list.

Section 14 consulting

This includes acquiring the necessary information and then drafting the Section 14 documentation. Regular updates are provided and a Section 14 schedule is maintained for inclusion in meeting agendas if required. Regular follow-ups with the FSB (usually monthly) are also undertaken and Old Mutual Corporate Consultants will assist with the transfer of assets once approved.

Report-back meetings

A professional consultant meets with the client to provide an update on key issues as well as updates on progress with agreed action items.

Query management

The Old Mutual Corporate Consultant is the main point of contact for the client and assumes responsibility for answering any fund- or benefit- related queries. Where necessary, the consultant will liaise with the relevant service provider to ensure the query is resolved. The service also includes the co-ordination, completion and submission of responses to any FSB and Adjudicator queries.

PROFESSIONAL CONSULTANCY AND ADVICE TAILORED TO THE UNIQUE NEEDS OF EACH EMPLOYER.

COMMUNICATION CONSULTING

Old Mutual Corporate Consultants partners with employers, trustees and boards of management to develop and implement appropriate communication strategies. These have the primary aim of equipping and empowering members to make informed choices that will help them achieve their desired retirement outcomes.

Retirement funding is a highly technical subject, with complex concepts that members may find difficult to understand. Our team of talented and creative communications specialists demystify and simplify complex financial concepts, thereby encouraging members and employees to take ownership and control of their own financial planning and retirement outcomes.


Our customised communication solution aims to improve member retirement outcomes by:

- **Creating awareness** among members of the vital need to save for their future retirement.
- **Increasing member knowledge** of the specific benefits that their fund offers and the value of those benefits in planning for their future.
- **Enabling members** to develop an understanding of their own benefit requirements and to determine whether they are on track for retirement saving and other contingencies, such as death and disability.
- **Empowering members** to make the best choices that will enhance their financial security.

RISK BENEFIT CONSULTING

Risk Benefit Consulting offers an array of bespoke services based on clients' needs and aimed at ensuring that members receive their guaranteed risk benefits at the most competitive rates and contractual conditions. Risk Benefit Consultants consider each client's unique circumstances and needs, then take into account all the issues that might impact the relevance of their risk benefits offering. They then negotiate with insurers to tailor-make a risk benefit structure that suits the needs, and budgets, of employer and employees.

Our team's ultimate objective is to provide quality advice while minimising risk. We also aim to achieve – on the members' behalf – the most competitive premiums and favourable terms and conditions, from accredited insurers. Where free cover limits apply, we help to ensure that all members are fully covered.



**TAILORED TO THE UNIQUE
NEEDS OF EACH EMPLOYER
VIA PROFESSIONAL
CONSULTANCY AND
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Overview of Risk Benefit Consulting Services

Core re-broke service

- An annual re-broke (if required).
- Market testing with accredited insurers.
- Negotiation of acceptable rates.
- Review of specimen policy documents.
- In the event of a change in insurer, provision of a replacement disclosure document detailing new terms and conditions.
- Written record of advice to the Fund trustees including a copy of the insurer quotations.
- Ensuring all contractual obligations with regards to a previous insurer are properly terminated.
- Ensuring all contractual obligations with regards to a new insurer are properly instituted.
- Obtainment of medical status report and previous acceptance letters from existing insurer to ensure smooth migration where necessary.

Review services

- Receipt and analysis of review from the current insurer three months before renewal date.
- Communication of rate review and recommendations.
- Negotiation of acceptable rates with existing insurer as per client request.
- Review of policy documents.

- Risk re-broke if existing insurer cannot meet client expectations.
- In the event of a change in insurer:
 - provision of a Replacement Disclosure document that details new terms and conditions,
 - ensuring all contractual obligations with regards to a previous insurer are properly terminated,
 - ensuring all contractual obligations with regards to a new insurer are properly instituted.
- Written record of advice to the Fund trustees, including a copy of the insurer quotations.
- Obtainment of medical status report and underwriting requirements.

Additional services

- Underwriting process management, including monitoring, submission and tracking of medicals.
- Training of employer and/or Human Resources staff on risk benefits as well as the underwriting procedure.
- Assistance with investigating and reporting on repudiated claims.
- Ongoing advice around risk benefit structure and meeting attendance.
- Benefit redesign.
- Management of relationships with insurers.
- Client training and presentations on risk benefits as required.

MORE INFORMATION

For more details on these General and Benefits Consulting services, or to arrange a no obligation discussion, please contact us.

GENERAL AND BENEFIT CONSULTING

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