



Rand Mutual - Since 1894

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Reg. No. 2012/190552/07

16 January 2017

Dear valued Client

## RMA 2017 Policy Renewal

On behalf of Rand Mutual I would like to take this opportunity to thank you for entrusting us with your business during 2016.

The renewal of the 2017 policy year will commence in February and in order to ensure the successful renewal of your policy we call on your support during this period.

We are pleased to announce that the base assessment rate for 2017 has been maintained at the 2016 level.

### 1. Premium Invoices

Premium invoices for the 2017 policy will be issued and emailed to you between 6 and 21 February 2017. If you have not received your emailed 2017 premium invoice by 3 March 2017, you can download it from our website at [www.randmutual.co.za](http://www.randmutual.co.za) or you can contact us on 0860 222 132.

Please note that the sending of invoices will be rolled out according to the first five characters of your member number, as follows:

Date invoice will be emailed	All RMA employer numbers beginning with
6 February 2017	A0001 - B0416
7 February 2017	B0417 - C1592
8 February 2017	C1634 - E2308
9 February 2017	E2309 - H0601
13 February 2017	H0603 - L0064
14 February 2017	L0065 - M1838
15 February 2017	M1889 - P0876
16 February 2017	P0877 - S0713
20 February 2017	S0714 - T0764
21 February 2017	T0765 - Z0449

The premium is based on your last submitted earnings to RMA plus a CPI increase of 6%, multiplied by the assessment rate.

Please note that payments must be made by no later than 31 March 2017 in order to remain in good standing.

**RAND MUTUAL  
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**Rustenburg Branch**  
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**Welkom Branch**  
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**Directors:**  
TV Maphai, B Singh (CEO), B Adam (CFO)



Rand Mutual Admin Services (Pty) Ltd in an authorised Financial Services Provider, FSP No. 46113, and is the appointed FSP and intermediary for The Rand Mutual Assurance Company Limited and RMA Life.

## 2. Return of Earnings (ROEs)

An earnings declaration with your actual payroll costs for 2016 and estimated earnings for 2017 can be declared using the online portal during the period 6 February - 31 March 2017.

We encourage you to avoid the rush and declare your earnings well in advance of the 31 March 2017 deadline. By paying your 2017 premium invoice and declaring earnings early, you are assured of receiving your LOGS timeously before your current one expires on 31 March 2017.

Should there be a difference between the 2016 estimated earnings that you would have submitted at the beginning of the policy period and the actuals that you are submitting now, there will be an adjustment made to the premium. The adjustment may lead to either a credit with RMA or a settlement required from you.

## 3. Letter of Good Standing (LOGS)

Once you have declared your earnings and settled your invoice, you will be issued with a LOGS. This will be emailed to you, however, it will also be available for download on the online C-Filing portal. Take note that your current LOGS expires on 31 March 2017. To retain a valid LOGS, please allow for up to five working days for receipt of your LOGS following declaration and payment. In order to obtain an annual LOGS before the current one expires, you must have declared and paid your adjusted premium by latest 25 March 2017. We encourage you, however, to avoid the rush and not to leave it until the last day.

## 4. Update your contact information

If there has been a change to the contact information of the person responsible for the submission of your ROEs and for the payment of premiums, kindly log into the C-Filing portal to update the details accordingly.

## 5. Banking details

Are your banking details up to date with RMA? It is important to keep them up to date to ensure that you receive any refunds due to you from RMA. In order to update your banking details, please send a certified letter from your bank verifying your banking details to [contactcentre@randmutual.co.za](mailto:contactcentre@randmutual.co.za).

Should you have any enquiries in this regard, contact us on 0860 222 132 or [contactcentre@randmutual.co.za](mailto:contactcentre@randmutual.co.za). This is also a good time to contact RMA if you find you need other solutions to protect your employees.

Yours sincerely,

**Patrick Matshidze**  
**Chief Operating Officer**

